Staff Description for Half-Time Organizational Coordinator
Equality South Dakota is South Dakota’s only statewide advocacy group for the LGBTQ+ community. We advocate for the promotion and protection of LGBTQ+ rights in South Dakota, and we envision a fully-inclusive South Dakota that upholds equity, equality, and rights for the LGBTQ+ community. Equality South Dakota is seeking an energetic, highly-organized, and talented person to manage the day-to-day operations and fundraising activities of our organization.

Responsibilities and Duties
The chief responsibilities of the Organizational Coordinator are to help Equality South Dakota sustainably build organizational capacity and to assist with fundraising activities. Specific responsibilities may include:

- manage day-to-day operations, which may include fundraising activities;
- assist the Board Chair in carrying out organizational priorities and preparing for board meetings;
- manage email traffic, social media accounts, and draft organizational communications (website updates, social media posts, e-mail blasts, direct mailings);
- maintain and update donor database (new donors, donation amounts, contact information);
- develop opportunities for volunteer engagement, which leads to increased recruitment efforts and membership;
- assist in creating and implementing long-term strategic plans;
- help establish Institutional Memory / Continuity by creating a cloud platform (GoogleDrive, Dropbox drive) for storing and accessing organizational documents;
- spearhead the planning and logistics of fundraisers and events;
- develop and execute annual fundraising plans;
- research grant possibilities and write grant proposals;
- develop and maintain relationships with donors, allies, and potential board members.

Qualifications
A strong candidate is:
- highly independent, organized, and detail-oriented;
- able to handle multiple projects and meet deadlines;
- effective in written and oral communications, including strong social media skills;
• familiar with online platforms (such as QuickBooks bookkeeping and the Network for Good donor management system);
• committed to LGBTQ+ equality and familiar with the South Dakota LGBTQ+ community.

**Position Details**
• The position begins Monday, July 01, 2019. The initial term will not exceed six (6) months, but is subject to renewal beyond the initial six-month term with Board approval.
• The position pays $20 / hour for 20 hours per week.
• As an independent contractor, the Organizational Coordinator is responsible for reporting their own FICA and income taxes as appropriate.
• Reimbursement is provided for necessary expenses and travel. Staff person is responsible for their own computer, phone, and basic supplies.
• The Organizational Coordinator will answer directly to the Board Chair, and can work from any location in South Dakota.

To apply, please submit resume, cover letter detailing any fundraising, non-profit, or organizational development experience, and the names and contact information of two (2) references to info@eqsd.org.

Review of applications will begin on **Friday, May 17, 2019**. The final deadline to apply is **Friday, May 31, 2019**.